

AR-50-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form, Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section

Attention: Scheduling	Section.	
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Department of Education	Application Number
·	Office of Instructional Services	78-199-A
Application Number	Division of Special Programs	Date Received Date Completed
• •	Program for Exceptional Children Federal Programs & Special Project	Section DEC 2 + 1981 DEC 2 9 1981
	Federal Programs & Special Projec Working Title	Telephone Number
2. Person to Contact Alan White	Coordinator	· 1
	Coordinator	656-6319
3. Action Requested	Schedule; record will continue to accumulate.	
	commutation; no further accumulation anticipated.	
40 a 1 a 11		Supercede: □ Void
c. W Amend Application 4. Dates of Series	5. Records Series Title (followed by title used in of	
Earliest Latest		
To Date	Federally Funded Exceptional Child	ren's Program Files
6. Division and Office Functio	n What is the function of the Division and the	Office in which this record series is created?
	•	
The rederal Program	ns and Special Projects Unit allocate	s, distributes and monitors the
	lucation special programs grants and E State Plan for Exceptional Children	
Federal/State state	ites, rules, regulations and State Bo	and fouth and all applicable
special education.	res, rures, regularions and prace bo	ard of Education policies on
		Ì
		ì
		·
	1	
	The state of the s	form and sides if and
7. Record Series Description	This file contains the following documents (include Attach samples of the file.	e form numbers and titles, it any).
Documents relating to:	dministering the federally funded ex	centional children's programs
	ats made to state-supported instituti	-
	and secondary education.	
included are:	one amondments reports and welsted	component and deciments
on programs under F	ons, amendments, reports and related P.L. 89-313, 93-380, 94-142, 91-230(D) and other federal laws as
applicable.	12. 05 515, 55 500, 54 142, 51 250(5	, and other rederal laws, as
		•
<u>.</u>	,	
	Janiaally by fig. 1	-1-5-1-4-11 . 1
File is arranged: CHIONG	ologically by fiscal year; thereunder	alphabetically by institution or oats) and Oliver Description
of Personnel Files)	, which are numerically by project n	ects) and 91-230, Part D (preparation umbers.
_		
One to six months old	; Seven to twelve months old; 7	hirteen to twenty-four months old;
twenty-five months and old	ler?	
9. Annual Rate of Accumulate	ion of Records	
Letter-size drawers	; Legal-size drawers; Shelves	; Other (specify)
		· · · · · · · · · · · · · · · · · · ·

ES NO 10. Questionnaire	(Place an "X" in the proper	column)				
a. Is this the offi	cial copy of the series?	•				
	<u> </u>	ion requiring security handling? If yes, cite law or regulation	on.			
	c. Is this a vital record?					
	Does this series have historical or long term research value?					
_	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?					
		er published? If yes, attach copy.				
g. Is the informa		er analyzed and/or recorded in a summarized report?				
X If yes, attach		When the season of the season of				
X If yes, where?		ffice, or in another office or agency?	:			
	or a major portion of it) regular	ly microfilmed?				
=	rd series result in a computer pr					
1. Retention Requirements	The following req	uires the series to be kept:				
a. State Law		d. Audit period	vears.			
b. Statute of limitation	years.	e. Administrative need2	years.			
c. Federal law	<u>5</u> years.	f. Federal retention instructions <u>+ 5</u>	years.			
According to the support of	laura au consideriana - Euplaia ad	ministrativa maad				
, -	laws or regulations. Explain ad	*Some grants may run for up to three	e vears.			
P.L. 93-380, Se 45 CFR 100b. 73		Noome granis may tan to of to the	1			
34 CFR 74.21	4		1			
2. Approved Disposition Inst		nmends that the file series be cut off at the end of each:	then.			
	☐ Calendar Year,	; 🗗 Fiscal Year; 🗆 Other	- ,			
	•	2	- ,			
	es area month(s)	2year(s); then	,			
	es area month(s)	2year(s); then				
	•	2year(s); then	•			
☐ Transfer to local holding ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Arch	es area month(s)	2year(s); then	· .			
☐ Transfer to local holdin☐ Transfer to State Reco☐ Destroy.	es area month(s) ng area; hold year rds Center; hold 6	2year(s); then				
☐ Transfer to local holding ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Arch	es area month(s) ng area; hold year rds Center; hold 6	2year(s); then				
☐ Transfer to local holding ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Arch	es area month(s) ng area; hold year rds Center; hold 6	2year(s); then				
☐ Transfer to local holding ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Arch	es area month(s) ng area; hold year rds Center; hold 6	2year(s); then				
☐ Transfer to local holding ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Arch	es area month(s) ng area; hold year rds Center; hold 6	2year(s); then				
☐ Transfer to local holding ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Arch	es area month(s) ng area; hold year rds Center; hold 6	2year(s); then				
☐ Transfer to local holding ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Arch	es area month(s) ng area; hold year rds Center; hold 6	2year(s); then				
☐ Transfer to local holding ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Arch	es area month(s) ng area; hold year rds Center; hold 6	2year(s); then				
☐ Transfer to local holding. Transfer to State Reconstruction. ☐ Transfer to State Arch	es area month(s) ng area; hold year rds Center; hold 6	2year(s); then				
☐ Transfer to local holding. Transfer to State Reconstruction. ☐ Transfer to State Arch	es area month(s) ng area; hold year rds Center; hold 6	2year(s); then				
☐ Transfer to local holdid ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Arch ☐ Other (Specify)	es area month(s) ng area; hold year rds Center; hold 6	year(s); then year(s); then				
☐ Transfer to local holdid ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Arch ☐ Other (Specify)	es areamonth(s) ng area; hold6 year rds Center; hold6 ives for permanent retention.	year(s); then year(s); then				
☐ Transfer to local holding Transfer to State Record Destroy. ☐ Transfer to State Arch ☐ Other (Specify) These instructions apply 1	es area month(s) ng area; hold 6 rds Center; hold 6 ives for permanent retention.	year(s); then year(s); then ations of the series.	Date			
☐ Transfer to local holding ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Arch ☐ Other (Specify) These instructions apply to Agency Head/Designee (Signal	es area month(s) ng area; hold 6 rds Center; hold 6 ives for permanent retention.	year(s); then year(s); then ations of the series. Records Management Officer (Signature)	Date			
☐ Transfer to local holding ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Arch ☐ Other (Specify) These instructions apply to the second of the s	es area month(s) ng area; hold 6 rds Center; hold 6 ives for permanent retention.	year(s); then year(s); then ations of the series.				
☐ Transfer to local holding ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Arch ☐ Other (Specify) These instructions apply to Agency Head/Designee (Signal	es area month(s) ng area; hold 6 rds Center; hold 6 ives for permanent retention.	year(s); then year(s); then ations of the series. Records Management Officer (Signature) Walker L. Baumgardner	Date			
☐ Transfer to local holding ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Arch ☐ Other (Specify) These instructions apply to the second of the s	es area month(s) ng area; hold 6 rds Center; hold 6 ives for permanent retention.	year(s); then year(s); then ations of the series. Records Management Officer (Signature)	Date 12-18-8/			
Transfer to local holding Transfer to State Recommendations in paragraph 12 are approved.	es area month(s) ng area; hold 6 rds Center; hold 6 ives for permanent retention.	year(s); then year(s); then ations of the series. Records Management Officer (Signature) Walker L. Baumgardner	Date 12-18-8/			
☐ Transfer to local holding Transfer to State Record Destroy. ☐ Transfer to State Arch ☐ Other (Specify) These instructions apply to the state of	es areamonth(s) ng area; hold year rds Center; hold 6 ives for permanent retention. to all prior and future accumula ature Date //2//8/8/	year(s); then year(s); then ations of the series. Records Management Officer (Signature) Walker L. Baumgardner State Records Committee (Signature)	Date 12-18-8/			
Transfer to local holding Transfer to State Recommendations in paragraph 12 are approved.	es areamonth(s)ng area; hold year rds Center; hold 6 ives for permanent retention. to all prior and future accumula eture Date	year(s); then year(s); then sations of the series. Records Management Officer (Signature) Walker L Baumgardner State Records Committee (Signature) E Carrall Thank	Date 12 - 18 - 8/			



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date	Department of Education	Application Number	
· · · · · ·	Division of Special Programs	78-199	
Application Number	Special Education Section Federal Programs & Special Projects Unit	Date Received Date Completed	
	314 Education Annex, 156 Trinity Ave, Atl.	JUL 14 1978 SEP 1 3 1978	
2. Person to Contact	Working Title	Telephone Number	
Marsha Brown	Consultant	656-6319	
3. Action Requested			
	Schedule; record will continue to accumulate.	^	
	cumulation; no further accumulation anticipated.		
c. Amend Application 1 4. Dates of Series			
Earliest Latest	5. Records Series Title (followed by title used in office; if dis		
1968 To Date	HANDICAPPED CHILDREN PROGRAM(P.L. 89-313,	Title I) GRANT FILES	
6. Division and Office Function	What is the function of the Division and the Office in	which this record series is created?	
mg.			
mb - n - i 1	Programme and Co. L.1 Project to 12 to 12		
	Programs and Special Projects Unit allocat		
	e various types of special education Federa with the State Plan for Exceptional Childre		
	Federal/State statutes, rules, regulations		
	olicies on special education.	and State Boald Of	
December 1	oriendo de opeciar cadeacton.	· · · · · · · · · · · · · · · · · · ·	
7. Record Series Description	This file contains the following documents (include form nu	mbers and titles, if any):	
Documents relating to: ann 1	Attach samples of the file.	do to stato-summouted	
	ying for, amending and monitoring grants materials teaching handicapped children in primary a		
ZIII CICACIONO	redefined manageapped entitled in primary a	ind secondary education.	
Included are: applicatio	ns, amendments, reports and related corresp	ondence and documents.	
	"		
	•		
		• •	
·			
•	•		
File is arranged; all phabet	ically by institution.	· .	
\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	zodzaj oj zmoczoczom.		
0.14			
8. Monthly Reference Rate	How often are records referred to which are:		
One to six months old2 twenty-five months and older	5 ; Seven to twelve months old25 ; Thirteen to1 ?		
9. Annual Rate of Accumulatio	n of Records ; Legal-size drawers 2/3; Shelves ; (201-1	
Letter-size didwers	, Legar-size of awars; Snelves;	Juner (specify)	
	· · · ·		
AR-50-71; Rev. 76	(Over)	,	

YES	NO	10. Questionnaire (Place an "X" in the prope	er_column)							
		a. Is this the official copy of the series?	جه در ۱۳۰۰ م	The grant has						
X		If not, where is it?		2						
	х	b. Does the series contain confidential information	ation requiring security handling? If yes, site law or regulatio	n. "						
	X	c. Is this a vital record?								
	X d. Does this series have historical or long term research value?									
	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these									
	NA documents be scheduled separately?									
	X f. Is the information contained in this series ever published? If yes, attach copy,									
		g. Is the information contained in this series ex	ver analyzed and/or recorded in a summarized report?							
	X If yes, attach copy.									
	h. Is there a duplication of this series in your office, or in another office or agency?									
	X If yes, where? Partial duplication in the local institutions.									
	X i. Is this series (or a major portion of it) regularly microfilmed? X i. Does the record series result in a computer printout?									
11	X i. Does the record series result in a computer printout? 11. Retention Requirements The following requires the series to be kept:									
11.	Mareili	dit kedanamenta - i ne tonowing te	dance the series to be kept.							
	a. Sta		d. Audit period3	years.						
1		ute of limitation 0years.	e. Administrative need 3	years.						
l	c. Fed	eral law5years.	f. Federal retention instructions3	years.						
	Attach	copy or excerpt of laws or regulations. Explain a	dministrative need.							
	ъ 1	02-200 Continu 510								
		. 93-380, Section 510 CFR 100b.477								
	40	CFR 1005.477	,							
				1						
12.	Aporo	ed Disposition Instructions: 34 This agency reco	mmends that the file series be cut off at the end of each:							
		☐ Calendar Yea	r; 🗷 Fiscal Year; 🗆 Other	then.						
			•							
	Ю Но	d in the current files areamonth(s)		•						
	🗆 Tra	nsfer to local holding area, holdyea	r(s); then							
	🖸 Tra	nsfer to State Records Center; hold3	year(s); then							
		troy. if no unresolved audit findi	ngs exist.							
		sfer to State Archives for permanent retention.								
	□ Oth	er (Specify)	1							
	•									
	_	اد المنظم ال المنظم المنظم المنظ	en e	· i						
			· · · · · ·							
			· <i>u</i>							
			• "							
			• <i>u</i>							
	T t · -									
	These	nstructions apply to all prior and future accumul	lations of the series.							
	These	nstructions apply to all prior and future accumul	lations of the series.							
				Date						
	ncy Hy	nstructions apply to all prior and future accumulations apply to all prior accumulations apply to all prior accumulations apply to accumulation accum	Records Management Officer (Signature)	Date						
Ager	ncy Hy			Date 7-6-78						
Ager	ncy Hy		Records Management Officer (Signature) 8 Walker L. Baumgardner	7-6-78						
Ager MFB	oy He	1/Designed (Signature) Date 1- August 7/1/1	Records Management Officer (Signature)							
Ager MFB	ommen	d/Designed (Signature) 1 / Mun 1 / M dations in para-	Records Management Officer (Signature) 8 Walker L. Baumgardner State Records Committee (Signature)	7-6-78						
Ager MFB Reco	ommen	dations in para-	Records Management Officer (Signature) 8 Walker L. Baumgardner State Records Committee (Signature)	7-6-78						
Ager MFB Reco grapi	ommen	dations in para- e approved. State Auditor/Designee wed, attach letter	Records Management Officer (Signature) 8 Walker L. Baumgardner State Records Committee (Signature)	7-6-78 Date						
Ager MFB Reco grapi	ommen	dations in para- e approved. State Auditor/Designee wed, attach letter	Records Management Officer (Signature) 8 Walker L. Baumgardner State Records Committee (Signature)	7-6-78						
Ager MFB Reco grapi	ommen	dations in para- e approved. State Auditor/Designee wed, attach letter	Records Management Officer (Signature) Bulker L. Baumgardner State Records Committee (Signature) Bulker L. Baumgardner State Records Committee (Signature)	7-6-78 Date						

. .